



37.5 Hrs.	Clerk	Job Description	
Direct Report	Assistant Collector	Grade	B \$34,384 - \$42,753
Department	Finance	FLSA	Non-Exempt
Division	Collector's Office	Bargaining Unit	Non- Union
Date	August 2015	Location	Town Hall

Summary

This position performs a variety of administrative functions including; keeping official records, providing administrative support to Finance Office staff, processing payments to the Collector's Office and Town deposits. The Clerk also ensures that all financial transactions are processed in an accurate and timely manner, and acts as point of contact for customer inquiries.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform administrative functions providing customer assistance, bookkeeping, payment and data processing.
2. Provide information and respond to questions and inquiries from employees, citizens, and others; directs person or routes caller to the appropriate individual or department as needed. Works to resolve water and sewer issues for customers and researches issues as required.
3. Collects taxes, bills, or other payments due to the Town, and records their payment. Processes water/sewer payments and tax payments (real estate, excise, personal property, etc.). Researches overpayments on bills and issues refunds. Processes payment reversals and redistributions.
4. Prepares and monitors work orders. Schedules appointments for water/sewer meetings as needed, and schedules final water readings.
5. Processes incoming and outgoing mail.
6. Compose, type, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
7. Maintains a daily cash balance; balances cash on hand against receipts; prepares and balances deposits for all Town departments; makes a listing of deposits by accounts; examines receipts for accuracy and completeness; reconciles and posts deposits on a daily basis; and deposits monies into bank.
8. Prepares periodic utility, financial, statistical, or operational reports as assigned.
9. Reconciles data for specific accounts and payroll, and resolves discrepancies in accordance with established procedures.
10. Processes claims and vouchers for payment; verifies budget coding.
11. Checks expenditures to ensure they are within budgetary limitations.
12. Disburses Town funds upon approval of warrants, vouchers, coupons, or bonds.
13. Prepares weekly accounts payable checks for distribution.
14. Inputs data to standard office and department forms; makes simple postings to accounts; and compiles data for various reports.
15. Prepares records such as notices, minutes, and resolutions.
16. Establishes and maintains filing system, control records, and indexes using moderate independent judgment.
17. Maintains inventories and orders office supplies and materials for department.

Peripheral Duties

1. Serves on employee committees as requested.



Clerk, Finance (Collector's Office), Cont.

Supervisory Responsibility

Generally none. May supervise volunteers or temporary staff as assigned.

Competencies

Personal Effectiveness	Credibility / Confidentiality	Thoroughness & Attention to Detail
Communication Proficiency	Technical Knowledge	Customer Service
Discernment/Judgment	Adaptability	Problem-Solving

Work Environment

Work is performed in an office environment. The noise level is usually moderately quiet.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Hours

This is a full time position with typical 37.5 hours per week, 7:30 AM to 5:30 PM Monday, Wednesday and Thursday 7:30 AM to 7:00 PM Tuesday.

Minimum Qualifications

1. Graduation from high school or GED equivalent, with specialized course work in general office practices such as typing, accounting/bookkeeping, or data processing; and
2. Two (2) years of increasingly responsible, related experience; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Special Requirements

None.

Additional Knowledge, Skills and Abilities

1. Working knowledge of modern office practices and procedures;
2. Working knowledge of governmental accounting principles and practices;
3. Ability to perform cash handling duties and arithmetic computations quickly and accurately;
4. Excellent customer service skills;
5. Excellent organizational and multi-tasking skills; ability to work under pressure and with frequent interruptions;
6. Ability to communicate effectively, orally and in writing;



Clerk, Finance (Collector's Office), Cont.

7. Working knowledge of computerized records management techniques;
8. Ability to establish effective working relationships with supervisors, employees, other governmental agency representatives, Town officials, banks, lawyers, and the general public;
9. Skill in the operation of computers and assigned software, including Microsoft Office, Munis, and LaserFiche.
10. Skill in the operation of all required tools and equipment, including copier, fax, scanner, postage machine, adding machine, cash register, and other office equipment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____